

**HANDOUT FOR MENTEE**

**EMPLOYABILITY**

1. Theme “Self-evaluation for my willingness/ motivation to work”

Exercise “Audit your skills”

Adapted by: Merseyside Expanding Horizons

**SELF-AUDIT**

**1 step:**

**Task for mentee:**

Complete the **Self Audit** template below to help you begin yourself audit. Use the **Self Audit** grid to list experiences from your social life, study and employment, write down the activities undertaken, skills gained and give evidence of the skills developed.

Experience	Tasks/Activities	Skills / Competences	Specific Evidence

**HANDOUT FOR MENTEE**

**EMPLOYABILITY**

1. Theme “Self-evaluation for my willingness/ motivation to work”

Exercise “Audit your skills”

**2 step:**

**Task for mentee:**

Think about a **position** that you are applying for and list four or five of **the main skills** being sought. Look at your audit. Which requirements are easily met in the light of the evidence you have gathered? Are there any skills gaps? If so, what could you do about them? Put your answers in the table below.

Keywords: Five top skills being sought	Can you demonstrate this skill? Yes / No	If “yes”: Summarise key evidence If “no”: What specific steps can you take to address the gap
1		
2		
3		
4		
5		